

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 10, 2012**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Judy Igielski, Iris Larsson, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Tony Palermino, Neil Ryan, Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Pauline Kruk, Eric Rothauser, Sue Wright

STAFF

Donna Miller, Library Director
Gail Whitney, Secretary for the Board

STAFF ABSENT

Lisa Masten, Assistant Library Director

TOWN COUNCIL LIAISON

Clark Castelle

TOWN COUNCIL LIAISON ABSENT

David Nagel

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:03 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy stated she had no Secretary's Report, but wanted to thank everyone for their cards, phone calls, and emails.

Anna was not in attendance at the November meeting and had a couple of questions regarding the minutes. She wanted to know what was meant by focus groups on page 4 under ACLB Conference; Donna commented that the State Librarian suggests holding focus groups when communities are discussing strategic long range plans. Anna also questioned the second paragraph under ACLB regarding Diane Durette's job programs seminars; Donna indicated that was a separate comment and was not related to the ACLB Conference, it was under the Technology Committee to highlight the 475 people Diane has on her e-mail blast list to notify about job and computer programs.

MOTION: Tony Palermino made a motion to accept the minutes of the regular monthly meeting of November 5, 2012, Kris Nasinnyk seconded the motion, and the motion to accept the minutes of the regular monthly meeting of November 5, 2012 was unanimously approved with an 11-0 vote; Judy Igielski abstained as she was not in attendance at that meeting.

III. PUBLIC PARTICIPATION

Clark Castelle commented that as Town Council Liaison he observes these meetings, comments where and when appropriate, and relays pertinent information to the Town Council under his liaison report.

Anna commented that she had a President's Report and read thank you notes from the staff members who attended the staff team building workshop. Donna stated that 31 staff members attended the workshop given by Mary Beth Jordan. Donna has asked Mary Beth to provide a summary of the workshop; and in turn, Mary Beth has asked Donna to have staff complete an evaluation form, the results of which she will also share with the Library Board.

IV. TREASURER'S REPORT

Iris reported that all accounts are fine. She stated a check for \$1,050 was received from the Sliva Family to add to that fund.

V. LIBRARY DIRECTOR'S REPORT

Donna reported that 13 students from the Transition Academy toured the Library. They wrote a very nice thank you note that Donna distributed. At the end of the tour the students were given book bags, pencils, and bookmarks; they were very excited about this.

The Library Consortium consisting of 27 libraries is reviewing a new library computer system. An RFP has been answered by seven vendors. A task force with subcommittees has been created to review the lengthy RFP; Donna and other staff members will review specific segments of this document related to their departments. The present contract with SIRSI expires June 30, 2013.

Donna stated that she and Lisa both worked at the Friends book sale; and, as always she is very impressed with the hard work the Friends do with their sales.

The latest Sliva Family program had children's author David Biedrzycki doing a presentation at the schools for hundreds of children. A very nice article about this was featured in The Hartford Courant.

Donna reported that she received communication from Stuart Holden, President of the Keeney Manufacturing Company. Apparently over 20 years ago a donation was made to the Library's Children's Department in honor of his grandmother and a plaque was placed noting this donation. The plaque may have been taken down temporarily during the 1987 expansion, but was never put back up for some unknown reason. Donna and Lynn have reviewed minutes and asked many people, and no one remembers anything about this donation except former Director, Marian Amodeo, who said a donation was given to create a children's play area within the children's room. Donna told Mr. Holden that she would speak with the Board about obtaining a new plaque to be made and placed in the Children's Room dedicating the children's play area to his grandmother Bertha McCristy Hanna. **MOTION: Dennis Doyle made a motion to allocate up to \$300 purchase a plaque honoring this donation, Iris Larsson seconded the motion, all were in favor, and the motion was passed with a 12-0 vote.** There was discussion that once this plaque is available, a ceremony with media coverage should take place to hang the plaque.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa was not in attendance. Donna reported that Lisa and Jeanette have been very busy with the new Freading e-book platform. Staff has been trained on this system via a Webinar and it will be available to the public next week. There will also be a new on-line magazine service called Zinio available to Newington library patrons soon; 36 magazines will be available to download on e-readers.

The self-checkout monitor died and a new one will be installed soon.

The Adult Winter Reading Program begins January 8th and runs until February 15th. Sign-ups will be from 11:00 AM to 1:00 PM and 4:30 to 7:00 PM on January 8th. There were 402 registrants last year and Lisa would like to surpass that number this year.

VII. FRIENDS OF THE LIBRARY

Philip DesJardins, Vice-President of the Friends, reported that the Friends book sale did very well surpassing last year's profit. The 3rd Annual Wine, Beer, and Cheese Social is scheduled for January 25, 2013 and some tickets have already been sold; tickets are \$12 prior to event, and \$15 at the door.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie had no report.

B. Investment Committee

Neil stated that the Committee will be scheduling a meeting with Carol Pekrul-Miller sometime in January 2013 after the quarterly statements have been received.

C. House Committee

Diane reported that with regard to the Lienhard Room project, the Committee suggested asking Janis Newell who worked on the circulation desk project to come in with a proposal. Diane will also contact other people for proposals. The skylight repairs are complete, although some flashing needs to be replaced. New carpeting was installed in the Community Room and the Children's Program Room. The Children's Program Room also received new chairs, thanks to the Friends of the Library. The mural is complete in the Children's Room and looks fantastic, also thanks to the Friends of the Library.

LeeAnn asked about the security issues and the possibility of installing cameras. Donna explained that the IT Department has a new employee who is getting up to speed on information and a discussion regarding security cameras will take place soon.

D. Facility and Site

1. Request for Extension of Parking

Maureen stated that she will defer to Donna with regard to the “campus plan.” Donna stated that she has spoken with the Town Manager John Salomone and Facilities Department Head Bob Korpak regarding the need for more parking. Donna asked if the Town would consider as part of the campus plan projects to pave and extend the Garfield Street parking lot in conjunction with the library’s expansion plans. Diane is concerned that once this is done there would be no going back if the library’s expansion plans were to change. Tony commented that anything that would be done should be stated in a written contract; this is not Town-owned property, the property is owned by the Library’s Board of Trustees. Anna attended the Renovation Committee meeting with regard to the “campus plan” and will continue to attend and observe these meetings. The Town cannot do anything with this Board of Trustees owned property unless and until any discussion takes place. The Board also indicated to Donna that if asked about the property she is to defer any questions to the Board of Trustees.

E. Fund Development

1. Donation Envelope

Pauline was not in attendance. Maureen indicated that changes to the donation envelope will be made and a final copy will be approved by the Fund Development Committee, and shown to the Board for final approval. Shirlee-Ann Kober is working on this. The donation envelope will refer to the library’s website which has information regarding the Legacy Society.

F. Budget

Tony reported that Donna, Lisa, Lynn, Anna, and he met with the Town Manager on December 4th with regard to the CIP budget, specifically the RFID collections management and security system which has a proposed cost of \$154,676. The library’s budget is due to the Town Manager on January 4, 2013 and hearings will take place January 14th through 18th. All Departments have been asked to come in with a 0% increase budget. Due to payroll changes, decreases and replacement in personnel, less full-time employees, and increased certification, the library may have a savings which will be reallocated to other parts of the budget.

MOTION: Tony Palermino made a motion to authorize Donna Miller to present the budget to the administration with a 0% increase and to send a finalized version to the Board of Trustees when making the submission of this budget to the Town, Maureen O’Connor Lyons seconded the motion, all were in favor, and the motion passed with a 12-0 vote.

G. Technology

Paul stated he had no report.

IX. OLD BUSINESS

Anna asked Dennis if had spoken with the Republican Town Committee regarding Sue Wright’s resignation. Dennis indicated that the Republican Town Committee stated they will not ask for Sue Wright’s resignation and her position on the Board will remain open until her term is up. The Library Board may contact Sue and ask for her resignation. There was discussion about enforcing the By-Laws with regard to a Board member missing three consecutive meetings and their position being

terminated. The PEP Committee will review this. Additionally, it was suggested that when a new member comes on the Board, they understand this missing of three meetings rule.

X. NEW BUSINESS

1. Nominations for Town of Newington Volunteer of the Year Award

Anna indicated that the Library Board received the nominations form to nominate a Volunteer of the Year. **MOTION: Maureen O'Connor Lyons made a motion to nominate Judy Igielski as Volunteer of the Year, Dennis Doyle seconded the motion, all were in favor, and the motion was passed unanimously with an 11-0 vote; Judy Igielski abstained.** Maureen will complete the nomination form and submit it.

2. Set Date for 2013 5K Road Race (Sunday, May 19th)

Diane stated that traditionally the 5K Road Race is held the weekend before Memorial Day, therefore that date would be Sunday, May 19, 2013. Anna explained that Eric will not co-chair the event this year; however Kevin Mason indicated that he would continue to assist. Neil Ryan stated that he would be willing to co-chair the 2013 5K Road Race with Kevin.

3. Set Date for Hanel Concert (Sunday, April 7th)

Anna reported she recently attended a concert and the entertainment was wonderful. She shared their contact information with Donna for the 2013 Hanel Concert which is scheduled for Sunday, April 7, 2013.

4. Other

Anna indicated that a Staff Appreciation event should be scheduled for 2013.

XI. PUBLIC PARTICIPATION

Clark congratulated the Friends on a successful book sale, and he looks forward to attending the Wine and Cheese Social in January.

XII. ADJOURNMENT TO GO INTO EXECUTIVE SESSION

MOTION: Judy Igielski made a motion to go into Executive Session, Tony Palermino seconded the motion, and the motion to adjourn into Executive Session was unanimously approved at 9:02 PM with a 12-0 vote.

The Board of Trustees adjourned from Executive Session at 9:37 PM.